



Worksheet - Account Setup

1. iPad - download the Facebook app from the App store. Create an account.

Mac - either access Facebook via your browser www.facebook.com or download a Facebook app from the App store. Create an account.

****Record your username and password!

2. **Create your profile** - Follow the prompts. Only enter the information you are comfortable with.

- Add a profile picture (it doesn't have to be you - it could be an interest or something you like. You can choose a photo from your photo library or take a photo.
- Find some friends. You can see who is on Facebook from your contacts. skip this if you prefer. Click Add Friends. Search for the name of someone in the class who has an account and add them as a friend. Add a few more.
- To finish signing up check your email address to confirm your account. Enter the confirmation code.
- Add a cover photo (this is your background photo on your profile page). Tap the space behind you profile photo. Select upload photo. Reposition the photo to see it at its best.
- On your profile page add more information about yourself if you wish by clicking **About** underneath your profile pic. It is a good idea to add something to help people identify you.

3. **Edit your privacy settings**. Click the small arrow at the top right of the page. Select Privacy shortcuts.

- Decide who you want to be able to see your posts.
- Decide who can contact you.
- Explore Privacy Basics

4. Exploring 'More Settings'.

- General - find where you can change your password.
 - Note this is where you can deactivate your account if you decide not to use it any more
- Privacy - decide who can send you friend requests
- Timeline and Tagging - decide who can see posts you have been tagged in
- Notifications - decide how and what you will receive notifications (work your way through the list).

5. Writing a Post and Uploading Photos

From your Profile Page / Timeline:

- Select 'Write Post'.....Write your message.....Post
- Limit who can see your post by selecting the arrow above your post. By default it is set to friends. Change to a specific friend.
- Select 'Write Post'.....Write your message.....add a photo by clicking the camera icon
- Explore the icons at the bottom of the post page (next to camera icon). Identify what each is for. Make a post including one or more.
- Select 'Share Photo'.....Select 4 photos from your photo library to share...done.....add captions....Post

From your Newsfeed

- To write a post select Status
- To share a photo select Camera
- To show location select Check in